

**THE MIDTOWN ALEXANDRIA STATION CONDOMINIUM ASSOCIATION**  
**Policy Resolution No. 08-03**  
(Building Access Device Registration, Issuance and Use Policy)

**WHEREAS**, Article III, Section 3.1 of the Bylaws of The Midtown Alexandria Station Condominium Association ("Bylaws") assigns to the Board of Directors ("Board") all of the powers and duties necessary for the administration of the affairs of The Unit Owners Association ("Association") and provides that the Board may do all such acts and things as are not prohibited by the Condominium Act, the Declaration or by the Bylaws required to be exercised and done by the Association;

**WHEREAS**, Article III, Section 3.1(6) of the Bylaws provides that the Board shall have the power to adopt rules and regulations;

**WHEREAS**, Article III, Section 3.1(3) of the Bylaws imposes upon the Board the duty and power to provide for the operation, care, upkeep, and maintenance of all of the Condominium; and

**WHEREAS**, the Board has determined that it is in the Condominium's best interest to regulate the issuance, registration and use of all access devices (Key fobs and garage cards) provided to unit owners and residents of the Condominium to ensure the security of all the Condominium residents; and

**NOW, THEREFORE**, the Board hereby adopts the following Access Device issuance and registration procedures:

**ISSUANCE AND USE OF NEW GARAGE CARDS AND BUILDING FOBS**

1. The maximum number of access devices the Condominium's management may issue to one Unit is six (6); which includes all access devices conveyed at settlement. Additional Access Devices may be purchased for a fee of \$75.00, or such other amount as approved of by the Board, submitted to the Condominium's managing agent in the form of personal check, money order, or other certified form of payment. The Board of Directors must authorize any exception to this rule, in writing. If a unit owner or resident's check is returned for insufficient funds, a returned check charge in the amount of \$35.00, or some other amount as established by the Board, will be charged to the unit owner or resident and the Association may deactivate the applicable access device(s) within five (5) days if payment in full is not tendered. The Association will notify the applicable unit owner or resident of the returned check, the applicable fee and that the Association will deactivate the applicable access device(s) if payment in full, including the returned check charge, is not remitted within five (5) days. The returned check charge shall be treated as an assessment levied against the applicable unit.

Access device(s) may only be issued to a unit owner or resident of the Condominium. A tenant shall only be issued an access device(s) (or replacement thereof) if the tenant's lease has been submitted to the Association through the Management Office.

2. Each access device(s) is the sole responsibility of the person to whom the device is registered.
3. In the event the Condominium's management has reasonable belief an access device(s) is being used fraudulently, not by a unit owner or resident, or guest of the unit owner or resident, management may immediately deactivate the device without any notice to the registered unit owner or resident.
4. In the event a unit owner or resident loses his or her access device(s), it is the resident's responsibility to report the lost or stolen device to Condominium's management. Management may issue a replacement access device(s) to the individual for a fee of \$75.00 and shall immediately deactivate the lost device. If a unit owner or resident's check payment is returned for insufficient funds, the Association may take those steps set forth in paragraph 2 of this section related to deactivation of the newly issued access device(s) and the imposition of a returned check charge, in the amount of \$35.00.
5. This policy shall take effect upon publication of this policy to the members of the Condominium.

Enacted this 21st day of July, 2008.

THE MIDTOWN ALEXANDRIA STATION  
CONDOMINIUM ASSOCIATION

By 

President